

CITY COUNCIL

Administrative Oversight & Land Use Committee

**Monday, February 6, 2012
12:00 pm
City Council Office**

Committee Members: F. Acosta, D. Reed, S. Marmarou, Chair

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair. In addition, All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No. 7-2012

I. Interviews 12:00 pm

12:00 – Heather Hanna – appointment – Library Board

12:15 – Barrie Pease – reappointment – Animal Control Board

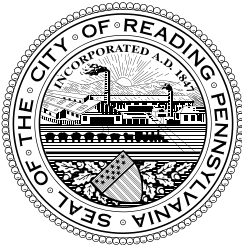
12:30 – John Dethoff – appointment – Board of Health

II. Appointment Recommendations

III. Review Pending Applications Memo/BAC Openings/Board, Authority, Commission membership

IV. Water Authority Appointment

V. Park and Recreation Advisory Committee



CITY OF READING,
PENNSYLVANIA

MEMORANDUM

TO: Administrative Oversight and Land Use Committee
FROM: Shelly Katzenmoyer, Deputy City Clerk
DATE: February 6, 2012
SUBJECT: Pending Applications

The following persons have applications for Boards, Authorities, and Commissions pending:

Animal Control Board - *1 opening*

- **Barrie Pease** - reappointment - has Mayoral approval

Redevelopment Authority - *1 opening*

- **Russell Cambria** - appointment - awaiting Mayoral approval
- **James Radwanski** - appointment - needs Mayoral approval

HVAC Board - *4 openings*

- **Jeff George** - reappointment

Board of Health - *3 openings and 2 alternate openings*

- **James Wong** - reappointment

Library Board - *2 City openings; 3 County openings*

- **Heather Hanna** - appointment
- **Paul Hoh** - reappointment

Plumbing Board – *1 opening*

- Chad Spohn – reappointment – awaiting Mayoral approval

Environmental Advisory Council – *3 openings*

- Carlos Torres – appointment – background issue

Electrician’s Examining Board – *1 opening*

- Timothy Pelter – appointment
- David Hollinger – appointment

Human Relations Commission – *3 openings*

- Valerie Zelle Phelps – appointment – needs Mayoral approval
- Alicia Snead – reappointment – needs Mayoral approval

Water Authority – *no current openings*

- Michael Fromm – appointment

Citizens Advisory Board – *8 openings*

- Kent Wrobel – District 2 – appointment

BOARDS, AUTHORITIES & COMMISSIONS

OPEN SEATS

FEBRUARY 6, 2012

Board, Authority & Commission	Mayor appointment w/ Council approval	Mayor appointment	Council appointment
BOARDS			
Electrician's Examining Board			
			1 opening
			2 applications pending
Plumbing Board of Examiners			
	1 opening		
	1 application pending		
Reading HVAC Board			
			4 openings
			1 application pending
Zoning Hearing Board			
			Board Full
Police Civil Service Board			
			Board Full
Fire Civil Service Board			
			Board Full
Board of Historical Architectural Review			4 openings – must reside in historic district
			1 trades/building opening
			1 application pending
Board of Trustees of			2 City openings

the Reading Public Library			
			2 applications pending
			3 County openings
Board of Health			3 openings
			2 alternate openings
			1 application pending
Board of Ethics			
	Board Full		
Building/Fire Code Board of Appeals			
	3 openings		
	1 alternate opening		
Animal Control Board			
	1 opening		
	1 application pending		
Charter Board			
	Board Full		
Housing Board Of Appeals			
	3 alternate openings		
Property Maintenance Appeals			6 openings
			Bldg/Trades Experience
			Required
Minority Bus. Board	7 openings		
Police Diversity Board			
		1 alternate opening	
City-wide Diversity			

Board			1 opening
			1 application pending
Solid Waste & Recycling Appeals Board			3 citizen openings
Citizens Advisory Board	8 citizen openings		
	1 application pending		
Main St Board	3 openings		
Business License Appeals Board			
	3 citizen openings		
AUTHORITIES			
Reading Area Water Authority			
			1 opening
			1 application pending
Berks County Reading Area Transportation Authority	All appointments made by the County Commissioners		
Reading Redevelopment Authority	1 opening		
	2 applications pending		
Reading Housing Authority			
			1 opening
Reading Parking Authority			
		Board full	
Reading Regional Airport Authority			
	All appointments made		

	by the County Commissioners		
Convention Center Authority			
			City positions filled
			2 County openings
Downtown Improvement District Authority			
	Board Full		
COMMISSIONS			
Planning Commission			
	Board Full		
Reading Shade Tree Commission			
	1 opening		
Stadium Commission			
	Board Full		
Park & Recreation Advisory Council			
	3 openings		
Reading Human Relations Commission	3 openings		
	2 applications pending		
Legislative Aide Committee			3 City openings
Public Safety Advisory			
		Board full	
Blighted Property Review			
	Board Full		

Environmental Advisory Council			2 openings
			1 application pending
Recreation Commission	City positions filled 1 School District opening		

Ordinance 37-2010

A. Park and Recreation Citizen's Advisory Committee.

§1-501. Findings and Purpose.

1. **Findings.** The City of Reading has determined that the benefits of municipal recreation and park services offer significant value to the community such as individual opportunities for physical fitness, happiness, creativity, competition, social relationships and character development. Park and recreation also brings a community together and cultivates the City's youth to be responsible and productive citizens.

2. **Purpose.** It is to be declared to be the purpose of this Part 5A to establish a Park and Recreation Advisory Committee to provide citizen input to appointed and elected officials on issues regarding park policies, recreation activities and overall park and recreation planning. (*Ord. 11-2000, 7/24/2000, §1*)

§1-502. Duties and Responsibilities.

The committee shall provide advisory recommendations to the City on matters regarding the City's parks and recreation. The duties and responsibilities are detailed as follows:

- a. Recommend policies for the use of City owned parks, open space and playgrounds.
- b. Provide guidance to the Administration on developing agreements with associations, leagues, athletic groups or other community organizations that use City parks, playgrounds and open space on a regular basis.
- c. Prepare and maintain a 10-year park, recreation and open space plan that includes the following.
 - Maintains a detailed inventory of the City's parks, playgrounds and available open space.
 - Review park and playground improvement and rehabilitation plans and provide input to Public Works
 - Identifies service areas for each of the City's parks and playgrounds based on accessibility to neighborhoods.
 - Establishes priorities for park development and identifies 10 year capital needs.
 - Evaluate and determine existing and future recreation program needs.
 - Identify revenue sources such as grants and user fees to fund recreation activities and implement the park and open space plan.

- d. Provide guidance and feedback to the Superintendent of Recreation on recreation programs and the use of recreation facilities.
- e. Facilitates neighborhood meetings to obtain feedback from the community on park and recreation needs.
- f. Make recommendations to the Public Works Director and to City Council on the naming/renaming of facilities or streets and the dedication of recreational accessories, in accordance with the Policy on the Naming of Public Facilities.

§1-503. Committee Membership.

1. The committee shall consist of a minimum of nine members and two students all of whom shall be residents of the City of Reading. Membership shall be composed of the following.

- One representative from the Reading School District,
- One representative from Olivets-PAL
- One representative from the YMCA,
- One representative from the United Way
- Two representatives from active volunteer park and recreation related associations.
- Three at large members, with consideration given to geographic representation.

- a. All members of the committee shall be appointed by the Mayor with the approval of Council

2. The term of each member shall be for a period of 3 years. Members will be appointed to serve staggered terms.

3. All members of the committee shall be appointed by the Mayor with the approval of Council.

4. Chairperson shall be elected annually by committee.

5. The terms of office shall be staggered in such a manner that at least two terms expire annually.

(*Ord. 11-2000, 7/24/2000, §1; as amended by Ord. 34-2001, 9/24/2001, §1*)

§1-504. Meetings.

The committee shall hold regular meetings that occur at least once per month. The committee chair shall prepare an agenda 7 days in advance which shall be distributed to the

Mayor, Managing Director, Director of Public Works and City Clerk. (*Ord. 11-2000, 7/24/2000, §1*)

§1-505. Responsibilities of the Superintendent of Recreation.

The Superintendent of Recreation shall be the staff contact with the committee and shall serve as a liaison between the committee, the administration and Council. The Superintendent of Recreation shall perform the following duties:

- A. Advise the committee of the City's strategic goals, needs and budget relating to recreation.
- B. Work with the committee chairperson to develop the monthly meeting agenda.
- C. Prepare and distribute meeting minutes.
- D. Obtain all information and documentation requested of the committee.
- E. Prepare an annual report on behalf of the committee, detailing the committee's strategic goals, activities and accomplishments. (*Ord. 11-2000, 7/24/2000, §1*) Bill 9-2002

§1-505. Removal.

Removal of Members - Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received fifteen days advance notice of the intent to take such vote. Failure of a member to attend three (3) consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position.

Enacted July 26, 2010